



DEPARTMENT OF DEVELOPMENT SERVICES RECORDS OFFICE - RECORDS REQUEST FORM

The Department of Development Services requires authorization/permission from architects, contractors, and other design professionals who submit registered (stamped and sealed) plans/documents to the Department **PRIOR** to producing and releasing any copies of registered plans, calculations, reports, and other registered material.

Name: _____

Date: _____

Company: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

Permit/Application No. (if available): _____

Address of Record Request: _____

Project Name: _____

Special Instructions: _____

PLEASE INDICATE TYPE OF RECORD(S) REQUESTED BELOW:

DOCUMENT TYPE	FEE	CHECK RECORD TYPE	CHARGE
8-½ x 11:	\$1.00/page		
Per page, first ten (10) pages			
Each additional page after 10 (same document)	\$0.50/page		
11 x 14	\$2.00/page		
D or E Size Plans	\$4.00/page		
Certification	\$2.00/page		
Research & Document Assembly (½ hour minimum; billed to next ½ hour)	\$40.00/hour		
CD - (Fee includes preparation time & up to ½ hour)	\$50.00/CD; plus 1.00/ea. doc.		
TOTAL CHARGE			

Applicant Signature: _____

I agree to pay the above charges.